

THE LIGHTBOX – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>The Lightbox has submitted a bid for grant funding to enable the Centre to support lower income families within the Borough who find it difficult to source under fives provision free of charge. The intention is to offer an alternative environment particularly suitable for the under fives. The funding comprises of both revenue costs, for the bi-monthly sessions, and capital costs, for equipment and furniture to support the programme. The Lightbox will monitor the number of under fives accessing the services during and after the project, with the intention of increasing the numbers attending the formal storytelling sessions to 500 per year.</p> <p>It is recommended that the application is supported and that funding of £1,000 is awarded to cover the costs of the early years specialist for two sessions every month over the year. In view of the Council's criteria for capital support, it is recommended that 50% of the anticipated capital costs is awarded through the Council's Community Fund.</p>	
Recommendations	
Reasons for Decision	The project will provide much needed child development support for families with young children, in particular those families on low incomes.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<p>RESOLVE That</p> <p>(i) a revenue grant of £1,000 be awarded towards the costs of Early Year specialist support for the delivery of two sessions per month; and</p> <p>(ii) a grant of 50% of the capital costs be awarded from the Community Fund towards the purchase of equipment and furniture up to a maximum of £749.</p>
Conditions	<p>Accounts. The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p>Monitoring Information. The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p>Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p>Payment Period. Final quarter claims must be made by the second</p>

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	<p>week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p>Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>The Lightbox links up with Surrey Library Service (who also hold weekly rhyme-time and storytelling sessions at Woking Library) and Sure Start Children’s Centres, to ensure a joined up offer is achieved.</p> <p>The Lightbox takes an active role in linking with the emerging Early Help network within Woking.</p> <p>Invoices / Receipts. In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> • Basic details should be recorded to include speakers address, mobile phone number & organisation details. • Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you? • Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event? • Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites. • How many people are likely to attend (check previous or similar events either locally or online).
Performance Indicators	<p>Users. The Organisation to provide a breakdown of the users in the past quarter.</p> <p>Activities. The Organisation to provide details of activities and events held during the last quarter.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p>

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In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

The Executive has authority to determine the above recommendations.

Background Papers:

2018/19 Application Form.

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Date Published:

6 December 2017

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1.0 Summary of Application	
1.1 Status and Aims	<p>The Lightbox was formed by 70 local people in 1993. The museum and gallery for Woking opened as The Lightbox in 2007. The Lightbox is an award winning gallery and museum founded by the people of Woking. It welcomes 95,000 visitors each year to a wide range of exhibitions and activities. The building houses a museum and three galleries - it offers something for visitors of every age including a programme for schools and young people from 3 to 19 and exhibitions of local and national significance.</p> <p>The aims of The Lightbox are to stimulate creativity, learning, understanding and enjoyment for its community. In addition to the exhibition programme, The Lightbox is the repository for the material history of the Borough and maintains a museum telling the story of local people. The Lightbox also runs programmes and activities which promote health and well being for the local community including working with those with early stage dementia, mental health issues and PTSD.</p>
1.2 Employees	<p>The Lightbox has 22 paid staff. The team is lead by The Director. The Senior Management team consists of the Deputy Director who is Company Secretary and manages the finance officer (PT 18 hours per week). The Commercial Manager runs the Front of House team consisting of a Volunteer Manager, Venue Hire Manager, two duty managers (25 hours per week), two reception assistants (25 hours per week) and a Technician.</p> <p>The Exhibitions Manager runs the exhibitions and curatorial team consisting of a Registrar, an Exhibitions Assistant (28 hours per week) and a Curator (8 hours per week). The Learning and Engagement Manager runs the Learning team consisting of a Learning Officer and a Learning Assistant (21 hours per week).</p> <p>The Marketing Manager runs the marketing team of two Marketing Assistants and a CRM Project Officer (21 hours per week). All posts unless stated are full time (37 hours per week).</p>
1.3 Volunteers	<p>170, whose activities include assisting with all tasks in the building including welcoming visitors, stewarding the galleries, helping with the historic collection, with staging exhibitions, helping with workshops and children's activities, clerical and administrative tasks.</p>
1.4 Clients/Users	<p>95,000, comprising:</p> <ul style="list-style-type: none"> 32,000 male 63,000 female 9,500 disabled 12,000 ethnic minority 65,500 resident in Woking 2,000 aged 0-5 3,000 aged 5-10 10,000 aged 11-18

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	<p>50,000 aged 19-65 30,000 aged 65+</p> <p>In terms of charges for users, the two exhibition galleries need an Annual pass for entry. This is £7.50 per year. Young people under 18 are free and all community groups who are in partnership with The Lightbox are also free</p>
1.5 Members	<p>330 'Friends of', comprising:</p> <p>120 male 210 female 70 disabled 45 ethnic minority 200 resident in Woking 27 aged 11-18 120 aged 19-65 210 aged 65+</p> <p>Friends membership is £30 per year</p>
1.6 Sum Requested	<p>£2,498 (£1,000 revenue/£1,498 capital). The proposal is a new activity and has previously only been provided as an occasional service to test the need in the community.</p>
1.7 Project	<p>The Lightbox has applied for funding in order to be able to extend the Centre's provision for under fives at The Lightbox. The Lightbox has seen a growing demand for creative activity for younger children in order to boost literacy and numeracy.</p> <p>This provision is currently available in Surrey at high cost which makes it unavailable for lower income families. The Lightbox would provide these services free of charge on a donation only basis. The programme will provide this through storytelling sessions and through creative workshops where children will be encouraged to use rhyme, song and stories to help with literacy and creative activity - making, measuring, basic construction to help with numeracy.</p> <p>The Lightbox has had a lot of success in these activities for 5 - 9 year olds and now the Centre now wishes to extend the provision to under fives. The funding would enable the programme to be run for the coming year as well as allow the Centre to purchase suitable equipment. Whilst the sessions will be pre booked, The Lightbox are intending to increase its informal provision by creating areas around the building where under fives can carry out activities with their parents and carers.</p> <p>The current children's corner will be updated to turn it into a sustainable, versatile and practical space for younger visitors to participate in the sessions. There will be book bags with playful objects in to interact with whilst reading, and the books should be stimulating and encourage creativity, as well as being related to themes familiar to the children.</p>

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1.8 Cost breakdown:	<p>The costs of the proposals are set out below:</p> <p>Capital Costs:</p> <ul style="list-style-type: none"> ○ A1 sized magnetic board x 3 - £90 ○ Magnetic roll - £28 ○ Storage Unit - £140 ○ Shelves for storage unit x2 - £50 ○ Storage boxes x4 - £60 ○ Books - £360 ○ Peg Rack - £50 ○ Play mat x3 - £75 ○ Rug x 3 - £39 ○ Fun big pencils - £24 ○ Bean bags - £250 ○ Table x 4 - £160 ○ Stools - £152 ○ Text panel - £20 <p>Revenue Costs:</p> <ul style="list-style-type: none"> ○ Early years specialist for session delivery 2 sessions per month for 12 months - £1,000 <p>Total cost - £2,498</p>
1.9 Community Benefit	<p>The Lightbox has worked with partner organisations such as Lets Read to determine how it can best support literacy in the Borough. The Lightbox also works with local nurseries who emphasise how important creative activity is in child development. Surrey Early Years and Childcare services have been consulted on the proposals, organisations which had advised that affordable under fives structured play activity was under resourced in the area.</p> <p>The applicant estimates that over 1000 under five children visited The Lightbox each year. It is hoped that 20 children will attend each formal session twice per month, ensuring that approximately 500 will attend formal sessions in a year, with a further 500 attending informal visits. All would benefit from the new resources which they can use in the galleries with parents and carers.</p>

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £283,000 in the bank. The sum includes restricted funds of £81,000 which must be used for the purpose for which the funding was granted and an endowment reserve of £180,000.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated charitable income of £675,465 against an anticipated expenditure of £693,262 resulting in an anticipated deficit of £17,797.</p> <p>Anticipated income includes fundraising (£178,080), exhibitions (£43,890), learning (£15,120), warehouse facility (£15,750), and Friends (£6,825). Items of expenditure include fundraising (£53,790), exhibitions (£158,343), learning (£49,356), administration (£76,833), building (£144,242), warehouse facility (£40,079), and marketing and PR (£112,686).</p>

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2.2 Accounts	The Group has submitted consolidated accounts for 2016/17 which show an income of £802,495 (£921,456 in 2015/16) against expenditure of £898,843 (£963,419 in 2015/16), resulting in a deficit of £96,348 (a deficit of £41,963 in 2015/16). The sum of £344,450 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	<p>None. However in 2012 the Executive resolved that a one-off award of 50% of the construction costs, up to a maximum of £50,000, be agreed from the Council's Community Fund, subject to match funding being secured by 31 March 2015. The funding was to be used to create an additional exhibition room.</p> <p>The Council supports The Lightbox with discretionary rate relief and a service level agreement to deliver arts and heritage for the Borough.</p>

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes Yes No Yes Yes Yes N/A N/A
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Overall I am supportive of the Lightbox's grant application, due to the nominal amount that they are requesting. Though the Council already funds The Lightbox quite substantially, and therefore I would encourage them to investigate other external funding streams for future programming however.</p> <p>The model that they are proposing would be financially sustainable once the equipment has been purchased, and staff have been trained, so I feel it to be a good investment in that sense. They are also proposing an activity that would address one of the Council's key priorities – which is to improve literacy and numeracy development in priority wards, such as Maybury and Sheerwater, for example under the 'Lets Read' scheme.</p> <p>I would recommend a grant on the proviso that they link up with Surrey Library Service (who also hold weekly rhyme-time and storytelling sessions at Woking Library) and Sure Start Children's Centres to avoid any duplication of service offer, and also play an active role in linking with the emerging Early Help network within</p>	

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	Woking.
3.3 Assessment	<p>The Lightbox is keen to support lower income families within the Borough who find it difficult to source under fives provision free of charge. The applicant has drawn attention to the Borough's play strategy in which it is stated that there is a commitment to ensuring that play facilities and programmes of activity are attractive, accessible and welcoming to all children and offer safe, challenging and stimulating environments to assist in mental, physical and social development. The applicant considers, however, that there is a concentration on outdoor, physical play facilities.</p> <p>The Lightbox hopes to offer an alternative environment particularly suitable for the under fives. Maybury and Sheerwater and Goldsworth East contain the highest percentage of under fives in the Borough, and the Lightbox is ideally located to offer free under fives learning provision.</p> <p>The proposals have been drawn up in consultation with an number of local charities and organisations involved in furthering literacy and child development and build upon a programme already established by The Lightbox for children aged over 5 years. The Groups include Let's Read, Creative Shoots - Surrey Early Years Network, the Early Years Forum, the Peter Pan Nursery Woking and Horsell Village Nursery Woking.</p> <p>The Lightbox will monitor the number of under fives accessing the services during and after the project. The intention is to achieve an increase in the numbers attending the formal storytelling sessions to 500 per year. Regular evaluation with parents and carers will be undertaken to assess the level of satisfaction with the provision and evaluate the difference it makes to children's creative ability and literacy skills.</p> <p>It is recommended that the application is supported and that funding of £1,000 is awarded to cover the costs of the early years specialist for two sessions every month over the year. In view of the Council's criteria for capital support, it is recommended that 50% of the anticipated capital costs is awarded through the Council's Community Fund. Taking into account the consultee comments, it is further proposed that a condition is added to the award to ensure that The Lightbox links up with Surrey Library Service (who also hold weekly rhyme-time and storytelling sessions at Woking Library) and Sure start Children's Centres, to ensure a joined up offer is achieved.</p>

REPORT ENDS